

OFFICIAL REPORT OF PROCEEDINGS
BEFORE THE
NATIONAL LABOR RELATIONS BOARD
REGION 3

In the Matter of:

BLIZZARD ENTERTAINMENT, INC., Case No. 03-RC-299607

Employer,

and

COMMUNICATIONS WORKERS OF
AMERICA, AFL-CIO,

Petitioner.

PETITIONER EXHIBITS

Place: Buffalo, New York (via Zoom Videoconference)

Dates: August 11, 2022

OFFICIAL REPORTERS
eScribers, LLC
E-Reporting and E-Transcription
7227 North 16th Street, Suite 207
Phoenix, AZ 85020
(602) 263-0885



Preferred First Name	Preferred Name - Last Name	Business Card Title
(b) (6), (b) (7)(C)		

Job Family Group	Manager Name	Working on Diablo
Information Technology	Louis Meunier	Yes
Programming	Russell Foushee	No
Animation	Christopher Silva	Yes
Programming	Jeff Stewart	Yes
Art	Chaz Head	Yes
Art	Victor Lee	Yes
Design	Colin Finer	Yes
Quality Assurance	Shannon Johnson	Yes
Art	Christopher Wassum	Yes
Design	Craig Amai	No
Programming	Henry Letteron	Yes
Programming	Kyle Rothermel	Yes
Programming	Somer Esat	No
Information Technology	Louis Meunier	Yes
Design	Art Peshkov	Yes
Programming	Jason Regier	Yes
Production	Paul Haile	No
Quality Assurance	Shannon Johnson	Yes
Design	Adam Z. Jackson	Yes
Design	David Rodriguez	Yes
Animation	Careena Kingdom	Yes
Art	Cory Turner	Yes
Art	John Paul Rhinemiller	Yes
Information Technology	Louis Meunier	Yes
Art	Evan Mennillo	Yes
Audio	Kris Giampa	Yes
Production	Willy Gergits	Yes
Programming	Kyle Rothermel	Yes
Quality Assurance	Shannon Johnson	Yes
Programming	Benny Raymond	Yes
Programming	Jeff Stewart	Yes
Audio	Paul Lackey	No
Administration	Joseph Fisher	Yes
Quality Assurance	Shannon Johnson	Yes
Art	Adam Pitts	Yes
Quality Assurance	Shannon Johnson	Yes
Design	Dorottya Kollo	Yes
Quality Assurance	Shannon Johnson	Yes
Administration	Simon Ebejer	Yes
Quality Assurance	Shannon Johnson	Yes
Design	Jason Bentley	Yes
Art	Bryan Lentenbrink	Yes
Art	Jeffrey Lee	Yes
Design	Zaven Haroutunian	Yes
Administration	Rod Fergusson	Yes
Art	Christopher Wassum	Yes
Human Resources	Dina Folkman	No
Design	Colin Finer	Yes
Administration	Melissa Coons	Yes
Administration	Simon Ebejer	Yes
Design	Daniel Tanguay	Yes
Audio	Kris Giampa	Yes
Art	Evan Mennillo	Yes
Art	Robert Sevilla	Yes

EXHIBIT NO. P-1 RECEIVED X REJECTED

CASE NO 03-RC-299607 CASE NAME Blizzard Entertainment,

NO OF PAGES 5 DATE: 8/9/2022 REPORTER: Stephanie Novak

(b) (6), (b) (7)(C)

Job Family Group	Manager Name	Working on Diablo
Design	Dorottya Kollo	Yes
Design	Joe Shely	Yes
Programming	Somer Esat	No
Design	Joe Shely	Yes
Art	Christopher Wassum	Yes
Programming	John Day	Yes
Design	David Rodriguez	Yes
Programming	Stephen Wong	Yes
Programming	Padraic Hennessy	Yes
Programming	Somer Esat	No
Quality Assurance	Kevin Zhao	No
Art	Bryan Lentenbrink	Yes
Art	Brock Cerny	Yes
Programming	Jeff Stewart	Yes
Quality Assurance	Shannon Johnson	Yes
Production	Barry Morales	Yes
Design	Don Adams	Yes
Quality Assurance	Kevin Hoiland	Yes
Art	Evan Mennillo	Yes
Programming	John Day	Yes
Quality Assurance	Shannon Johnson	Yes
Art	John Mueller	Yes
Programming	Padraic Hennessy	Yes
Art	Brock Cerny	Yes
Animation	Romualdo Cayetano	Yes
Art	Cory Turner	Yes
Quality Assurance	Shannon Johnson	Yes
Programming	Henry Letteron	Yes
Programming	Michael Bukowski	Yes
Art	Chris Ryder	Yes
Art	Chaz Head	Yes
Programming	Chad Layton	Yes
Programming	Norbert Szabo	Yes
Programming	Matthew Bishop	Yes
Design	David Rodriguez	Yes
Art	Chaz Head	Yes
Art	Andy Lomerson	Yes
Art	Brian Fletcher	Yes
Production	Chris Wilson	Yes
Design	David Rodriguez	Yes
Programming	Padraic Hennessy	Yes
Animation	Christopher Silva	Yes
Art	Evan Mennillo	Yes
Design	Zaven Haroutunian	Yes
Art	Daniel Briggs	Yes
Information Technology	Eric Kou	Yes
Quality Assurance	Shannon Johnson	Yes
Production	Willy Gergits	Yes
Art	Simon Ebejer	Yes
Production	Chris Wilson	Yes
Programming	Simon Ebejer	Yes
Production	Willy Gergits	Yes
Art	Dus in King	Yes
Quality Assurance	Shannon Johnson	Yes

Preferred First Name	Preferred Name - Last Name	Business Card Title
(b) (6), (b) (7)(C)		

Job Family Group	Manager Name	Working on Diablo
Animation	Bryan Lentenbrink	Yes
Art	Brian Fletcher	Yes
Programming	Jeff Stewart	Yes
Art	Brock Cerny	Yes
Programming	Jason Regier	Yes
Animation	Romualdo Cayetano	Yes
Art	Evan Mennillo	Yes
Programming	Kevin Todisco	Yes
Production	Aaron Odek	Yes
Quality Assurance	Shannon Johnson	Yes
Programming	Padraic Hennessy	Yes
Audio	Kris Giampa	Yes
Art	Adam Pitts	Yes
Art	Christopher Wassum	Yes
Quality Assurance	Shannon Johnson	Yes
Programming	Aaron Odek	Yes
Production	Barry Morales	Yes
Art	Jeffrey Lee	Yes
Animation	Nick Chilano	Yes
Design	Sebastian Stepien	Yes
Design	Art Peshkov	Yes
Programming	Matthew Bishop	Yes
Programming	Chad Layton	Yes
Art	Dorottya Kollo	Yes
Production	Tom Jaklitsch	Yes
Quality Assurance	Shannon Johnson	Yes
Quality Assurance	Shannon Johnson	Yes
Animation	Christopher Silva	Yes
Art	Cory Turner	Yes
Animation	John Paul Rhinemiller	Yes
Programming	John Day	Yes
Quality Assurance	Shannon Johnson	Yes
Programming	Somer Esat	No
Programming	Kevin Todisco	Yes
Production	Barry Morales	Yes
Programming	Aaron Odek	Yes
Design	Don Adams	Yes
Audio	Kris Giampa	Yes
Production	Andrea Piccolo	Yes
Quality Assurance	Shannon Johnson	Yes
Production	Willy Gergits	Yes
Design	Joseph Piepiora	Yes
Art	Adam Pitts	Yes
Programming	Michael Bukowski	Yes
Art	Jeffrey Lee	Yes
Art	Arnaud Kotelnikoff	Yes
Art	Cory Turner	Yes
Quality Assurance	Shannon Johnson	Yes
Animation	Romualdo Cayetano	Yes
Art	Jeffrey Lee	Yes
Programming	John Day	Yes
Art	Ben Hutchings	Yes
Art	Andy Lomerson	Yes
Animation	Christopher Silva	Yes

(b) (6), (b) (7)(C)

Job Family Group	Manager Name	Working on Diablo
Quality Assurance	Shannon Johnson	Yes
Art	Cory Turner	Yes
Animation	Christopher Silva	Yes
Quality Assurance	Shannon Johnson	Yes
Design	Art Peshkov	Yes
Production	Rosi Zagortcheva	Yes
Programming	Matthew Bishop	Yes
Programming	Matthew Bishop	Yes
Art	Jeffrey Lee	Yes
Programming	Henry Letteron	Yes
Design	Brent Gibson	Yes

EXHIBIT EXCLUDED

Leading Case Number _____ 03-RC-299607 _____

Leading Case Name _____ Blizzard Entertainment, Inc. _____

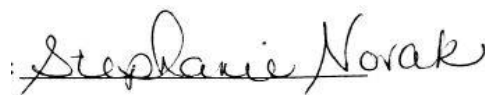
Exhibit Number _____ P-2 _____

Description _____

The above-referenced exhibit is not included herein for the following reason:

1. Exhibit Withdrawn _____
2. Exhibit Rejected _____
3. Other (Explain) _____ Not Received into the Record _____

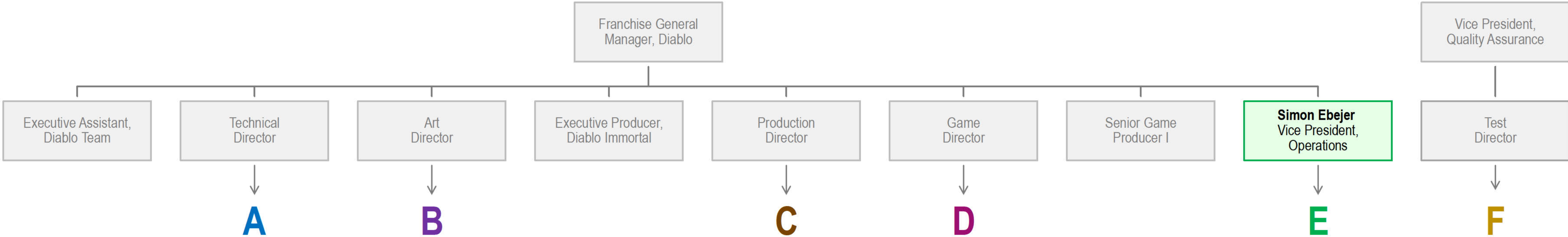
Exhibit retained by _____ Counsel _____



Court Reporter

D I A B L O

A L B A N Y , N Y



A

Aaron Ondek
Technical Director

Michael Bukowski
Technical Director

Technical Director

B

Associate Technical Art Director

Associate Lighting Director

Art Director, Environments

Associate Art Director, Characters

Dustin King
Associate Art Director

Associate Art Director

Animation Director

C

Chris Wilson
Associate Production Director

D

Lead Game Designer

Brent Gibson
Associate Game Director

Associate Game Director

Audio Director

Creative Director, Diablo

Lead Game Designer

Robert Gallerani
Senior Principal Game Designer I

E

Steve Derrick
Director, Org. Development

Danielle Morales
Department Manager, Art

Jen Morse
Department Manager, Engineering

Joseph Fisher
Director, Operations (Diablo)

Associate Art, Outsource Director

F

Shannon Johnson
Test Manager I

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)



EXHIBIT NO. P-3 RECEIVED X REJECTED

CASE NO 03-RC-299607 CASE NAME Blizzard Entertainment,

NO OF PAGES 2 DATE: 8/9/2022 REPORTER: Stephanie Novak

Business Card Title	Annual Pay Range	Salaried/Hourly
Animator, In-Game Cinematics	69,750.00 - 111,600.00 USD Annual	Hourly
Assistant Game Designer, Quest	56,250.00 - 90,000.00 USD Annual	Hourly
Associate Animator, In-Game Cinematics	56,250.00 - 90,000.00 USD Annual	Hourly
Associate Camera Designer	56,250.00 - 90,000.00 USD Annual	Hourly
Associate Dungeon Artist	56,250.00 - 90,000.00 USD Annual	Hourly
Associate Environment Artist	56,250.00 - 90,000.00 USD Annual	Hourly
Associate Game Designer	56,250.00 - 90,000.00 USD Annual	Hourly
Associate Game Designer, World	56,250.00 - 90,000.00 USD Annual	Hourly
Associate Game Producer	56,250.00 - 90,000.00 USD Annual	Hourly
Associate Lighting Artist	56,250.00 - 90,000.00 USD Annual	Hourly
Associate Narrative Designer	48,600.00 - 77,850.00 USD Annual	Hourly
Associate Outsource Artist	56,250.00 - 90,000.00 USD Annual	Hourly
Associate Software Engineer	60,750.00 - 112,500.00 USD Annual	Hourly
Associate Software Engineer, Gameplay	70,310.00 - 112,500.00 USD Annual	Hourly
Associate Sound Designer	54,700.00 - 90,000.00 USD Annual	Hourly
Associate Test Analyst	33,210.00 - 53,060.00 USD Annual	Hourly
Associate VFX Artist	56,250.00 - 90,000.00 USD Annual	Hourly
Character Artist	69,750.00 - 111,600.00 USD Annual	Hourly
Cinematics Layout Artist	69,750.00 - 111,600.00 USD Annual	Hourly
Dungeon Artist	69,750.00 - 111,600.00 USD Annual	Hourly
Game Designer, World Design	69,750.00 - 111,600.00 USD Annual	Hourly
Game Producer	69,750.00 - 111,600.00 USD Annual	Hourly
Outsource Supervisor, Concept Art	69,750.00 - 111,600.00 USD Annual	Hourly
Principal Artist I	139,950.00 - 224,100.00 USD Annual	Salary
Production Coordinator	48,600.00 - 77,850.00 USD Annual	Hourly
Props and Interactives Artist	69,750.00 - 111,600.00 USD Annual	Hourly
Senior Animator I, In-Game Cinematics	90,900.00 - 145,350.00 USD Annual	Salary
Senior Animator II, Gameplay	109,350.00 - 175,050.00 USD Annual	Salary
Senior Character Artist I	90,900.00 - 145,350.00 USD Annual	Salary
Senior Cinematics Layout Artist I	90,900.00 - 145,350.00 USD Annual	Salary
Senior Concept Artist II	109,350.00 - 175,050.00 USD Annual	Salary
Senior Environment Artist I	90,900.00 - 145,350.00 USD Annual	Salary
Senior Game Designer I, BP/Store	90,900.00 - 145,350.00 USD Annual	Salary
Senior Game Designer I, Quest	90,900.00 - 145,350.00 USD Annual	Salary
Senior Game Designer I, Tech	90,900.00 - 145,350.00 USD Annual	Salary
Senior Game Designer II, Encounters	109,350.00 - 175,050.00 USD Annual	Salary
Senior Game Designer II, World Design	109,350.00 - 175,050.00 USD Annual	Salary
Senior Game Designer, Event	90,900.00 - 145,350.00 USD Annual	Salary
Senior Lighting Artist I	90,900.00 - 145,350.00 USD Annual	Salary
Senior Manager Game Design	131,400.00 - 210,150.00 USD Annual	Salary
Senior Narrative Designer I	90,900.00 - 145,350.00 USD Annual	Salary
Senior Principal Game Designer I	150,750.00 - 241,200.00 USD Annual	Salary
Senior Props and Interactives Artist I	90,900.00 - 145,350.00 USD Annual	Salary
Senior Props and Interactives Artist II	109,350.00 - 175,050.00 USD Annual	Salary
Senior Software Engineer I	113,630.00 - 181,690.00 USD Annual	Salary
Senior Software Engineer II	136,690.00 - 218,810.00 USD Annual	Salary
Senior Sound Designer I	90,900.00 - 145,350.00 USD Annual	Salary
Senior Sound Designer II	109,350.00 - 175,050.00 USD Annual	Salary
Senior Systems Designer I	90,900.00 - 145,350.00 USD Annual	Salary
Senior Technical Artist I, Character	90,900.00 - 145,350.00 USD Annual	Hourly
Senior UI Artist I	90,900.00 - 145,350.00 USD Annual	Salary
Senior UI Artist II	109,350.00 - 175,050.00 USD Annual	Salary
Senior VFX Artist I	90,900.00 - 145,350.00 USD Annual	Salary
Software Engineer	87,190.00 - 139,500.00 USD Annual	Hourly
Software Engineering Co-op	46,130.00 - 73,690.00 USD Annual	Hourly
Support Technician	80,210.00 - 128,340.00 USD Annual	Hourly
Technical Rigger	69,750.00 - 111,600.00 USD Annual	Hourly
Test Analyst	43,740.00 - 70,070.00 USD Annual	Hourly
User Interface Artist	80,210.00 - 128,340.00 USD Annual	Hourly
VFX Artist	69,750.00 - 111,600.00 USD Annual	Hourly
Writer	62,780.00 - 100,440.00 USD Annual	Hourly

EXHIBIT NO. P-4 RECEIVED X REJECTED

CASE NO 03-RC-299607 CASE NAME Blizzard Entertainment,

NO OF PAGES 2 DATE: 8/9/2022 REPORTER: Stephanie Novak

BLIZZARD ENTERTAINMENT

COMPANY HANDBOOK

EXHIBIT NO. P-5 RECEIVED X REJECTED

CASE NO 03-RC-299607 CASE NAME Blizzard Entertainment,

NO OF PAGES 37 DATE: 8/9/2022 REPORTER: Stephanie Novak

BLIZZARD ENTERTAINMENT, INC.

PURPOSE OF THIS HANDBOOK

U.S. EMPLOYEES

You're here—congratulations, and welcome to the official Blizzard Employee Handbook! This will serve as your adventurer's guide for everything benefits, workplace behavior, holidays, and anything else you can think of. Reading through these pages will equip you with all the knowledge and tools you need for the journey ahead.

As you dive into this tome of knowledge, remember that Blizzard's culture is in your hands. Here at Blizzard, we are...

Dedicated to creating the most epic entertainment experiences... ever.

We thrive on eight core values that drive us every day, which represent the principles and beliefs that have guided the company throughout the years.

- Gameplay First
- Commit to Quality
- Play Nice; Play Fair
- Embrace Your Inner Geek
- Every Voice Matters
- Think Globally
- Lead Responsibly
- Learn & Grow

These foundational guideposts are set in bronze around our orc statue as the pillars of Blizzard. You have the power to continue carrying that torch forward: how we choose to represent these values within ourselves, to each other, and to our players is what truly defines us and our culture. You don't have to be the most hardcore gamer alive or crush every round of Star Wars trivia to find your home within these walls. One of our most important values is "Embrace Your Inner Geek," and that means embracing who you are, your interests, and placing pride and passion in what you do.

We're excited to work with you, so be yourself, have fun, and welcome to the team!

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INTRODUCTION

We believe that each employee contributes directly to Blizzard's growth and success, and we hope you will take pride in being a member of our team. This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees.

As you read through the handbook you will find links to additional information on our company intranet site [BlizzNet](#). When necessary please refer to BlizzNet for additional information. You are responsible to read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Blizzard to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth, and maybe a little fun too.

No employee handbook can anticipate every circumstance or question about policy. Blizzard reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Blizzard also reserves the right to interpret the policies in this Handbook and to deviate from them when, in our discretion, we determine that it is appropriate.

Some policies may vary in accordance with state or local law. Due to the nature of our business, some departments may have additional policies that will further clarify policies outlined in this Handbook.

All employees must acknowledge receipt and understanding of this Handbook, as compliance with the Handbook is a condition of employment.

PART 1

EMPLOYEE BENEFITS PROGRAM

EMPLOYEE BENEFITS

Eligible employees at Blizzard are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors, including employee classification. Details of many of these programs, including eligibility requirements, can be found elsewhere in this Handbook as well as at www.myabliflife.com. You can also contact your HR partner with any questions you may have.

The following benefit programs are currently available to eligible employees, but are subject to change (and the company reserves the right to eliminate or modify and benefit at any time, with or without advance notice):

- Health Insurance (medical, dental, and vision)
- Flexible Spending Accounts
- 401(k) Retirement Savings Plan
- Paid Sick Leave Benefits
- Paid Vacation Benefits
- Paid Holidays
- Float Days
- Family and Medical Leave
- Military Leave
- Bereavement Leave
- Jury Duty Leave
- Employee Assistance Program

- Employee Discounts
- Annual Battle.net Balance
- College Savings Plan
- Credit Union
- Educational Reimbursement
- Legal Insurance
- Life Insurance
- Supplemental Life Insurance
- Short-Term Disability Insurance
- Long-term Disability Insurance
- Business Travel Accident Insurance

TIME AWAY FROM WORK

VACATION

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classifications are eligible to earn and use vacation time as described in this policy:

- Eligible regular employees working 30 or more hours a week

The amount of paid vacation time employees accrue increases with the length of their employment as shown in the following schedule:

Years of Service	Hours/Year	Days/Year	Vacation Accrual Cap	Bi-Weekly Accrual Rate
0-1 years	80 hours	10 days	120	3.08 hours
1-10 years	120 hours	15 days	180	4.62 hours
After 10 years	160 hours	20 days	240	6.15 hours

To take vacation, employees should request advance approval from their supervisors and then input the request in the Workforce timekeeping system. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. For additional details, refer to [BlizzNet](#).

FLOATING HOLIDAYS

Floating holidays may be used for such things as an employee's birthday, observation of a religious holiday, any federally recognized holiday not observed by Blizzard, or the day immediately following or preceding a recognized holiday. Employees in the following employment classifications are eligible to earn and use "floating holidays" as described in this policy:

- Eligible regular employees working 30 or more hours a week

Employees hired on or before June 30th, will accrue two floating holidays for that calendar year. Employees hired on or after July 1st, will accrue one floating holiday for that calendar year. Employees may roll over accrued balances from year to year, with the maximum floating holiday balance of 24

hours. Employees will not accrue additional floating holidays until their balance is below 24 hours. These floating holidays must be scheduled with the prior approval of the employee's supervisor.

SICK LEAVE BENEFITS

Blizzard provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classifications:

- Eligible, active employees are eligible to accrue up to 56 hours of sick leave benefits per year.

An active, eligible employee may use paid sick leave for the following reasons:

- Employees own or family members preventative care or care of an existing health condition.
 - Family members include:
 - Employee's parent
 - Child
 - Spouse
 - Registered domestic partner
 - Grandparent
 - Grandchild
 - Sibling
 - Preventative care includes annual physicals and flu shots.
- Or for specified purposes if the employee is a victim of domestic violence, sexual assault or stalking.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 60 calendar days or 480 hours' worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended.

For additional information, refer to [Blizznet](#).

SICK GIFTING

The Sick Gifting Program (called "getWell") allows employees to donate any amount of sick time over 56 hours of their own balance to help other employees who may need additional sick time. Blizzard employees who are catastrophically ill and don't have any paid time off hours in their bank are able to draw up to 240 hours from the getWell pool. For details about this program, [click here](#).

HOLIDAYS

Blizzard will grant holiday time off to eligible employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King's Birthday (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)

Depending on your department, some employees (e.g., customer service, network operations, etc.) may be provided with an alternative day off in lieu of a company-observed holiday to ensure we provide appropriate support for our players during peak holiday periods. Blizzard will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay for non-exempt employees will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of regular hours the employee is typically scheduled to work on that day. To find out more, [refer to BlizzNet](#).

TIME OFF FOR SCHOOL VISITS

Employees who are parents, guardians, or custodians of children in licensed day care facilities or kindergarten through grade 12 may request up to 8 hours per month, not to exceed 40 hours per year, of unpaid time off for the purpose of school visits. Time off for school visits allows employees to participate in activities sponsored, approved, or supervised by the school or daycare center, such as parent/teacher conferences or field trips. Any accrued and available time off may be substituted for unpaid leave for school visits. Employees must provide their immediate supervisor with reasonable advance notice of the need for time off for school visits. Documentation of the employee's school participation may be requested by the employee's immediate supervisor.

WORKERS COMPENSATION INSURANCE

Workers' compensation laws cover workplace injuries or illnesses. Workers' compensation is governed by state, not federal, law, and each state's system differs slightly in the details. Generally, workers'

compensation is an insurance benefit to cover an employee's lost wages and medical expenses due to a workplace injury or illness.

If you are injured at work, notify your manager and HR Partner as soon as possible and without delay (of course, get any needed urgent care immediately). Employees must submit the appropriate documentation to request a leave of absence or other accommodations related to a work sustained injury immediately upon discovery of his/her need for a Workers' Compensation Leave/accommodation(s).

WORKPLACE SAFETY – INJURY AND ILLNESS PREVENTION PROGRAM

The company is committed to providing a safe and healthful work environment for all employees. As part of this commitment, we have established an Injury and Illness Prevention Program (IIPP) to help minimize injuries, illnesses, and accidents in the work place.

It is our intent that everything possible will be done to protect employees, customers, and visitors from accidents. Safety is a cooperative undertaking that requires participation by every employee. Failure by you to comply with safety rules will be grounds for corrective discipline. Managers shall insist that employees observe all applicable company, state and federal safety rules and practices, and take action as necessary to obtain compliance.

Employees are responsible for working safely as a condition of employment, for reviewing their work place on a continuing basis and bringing potential safety hazards to the attention of their supervisor, Facilities, or Human Resources. Additional responsibilities include:

- Being familiar with and following emergency and evacuation procedures
- Knowing the location of safety and emergency equipment and how to operate it (if trained)
- Maintaining personal work areas in safe and organized manner

All company personnel using outside contractors or having visitors are responsible for ensuring these individuals are provided the necessary information to maintain a safe environment. Contractors and visitors have the following responsibilities:

- Promptly reporting any accidents, unsafe conditions, or unsafe acts, to their contact or Facilities
- Being familiar with emergency and evacuation procedures
- Knowing the location of safety and emergency equipment and how to operate it (if it applies to their onsite job responsibilities)

If you are unclear or have questions regarding your responsibility in workplace safety, please contact your supervisor, the Facilities team, or Human Resources.

OTHER TYPES OF LEAVE AND LEAVES OF ABSENCE

The company also offers other types of leave benefits (e.g., including but not limited to leave for bereavement, jury duty, voting, etc.), as well as various types of absence. For more information regarding these types of leave and leaves of absences, please consult [BlizzNet](#).

TIME KEEPING & PAYROLL

ATTENDANCE AND PUNCTUALITY

To maintain a productive work environment, Blizzard expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Company. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Hours of work may differ by department and location. You will be informed by your supervisor of your specific working hours and meal and rest periods. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment, except that employees who may require accommodation should notify their manager and work with HR to provide any required documentation that may be required by company policy or applicable law. An employee who is absent for three or more consecutive days without reporting or calling generally will be considered to have abandoned their job and will be considered to have voluntarily resigned.

TIMEKEEPING

RECORDING OF HOURS WORKED

All hourly/non-exempt employees must record accurately and completely all “time worked” on a daily basis in the company’s electronic time tracking system. “Time worked” is any time you spend on work-related duties, including, but not limited to, reviewing and responding to work-related e-mails and voicemails, reviewing company memoranda, reviewing work schedules, and logging on and off the computer for work related activities. “Time worked” may also include authorized time spent on certain offsite work-related activities, such as offsite meetings and training programs. Please check with your supervisor for more details. Generally, hourly/non-exempt employees are not authorized or expected to

work outside of the office (including at home). Employees who have a need to work at home must receive prior approval from their supervisor.

Employees are not permitted to perform any work before they record their start time or after they record their “out” time. Employees may not perform work “off the clock.” Employees should comply with rules requiring nonexempt employees to take meal and rest periods.

Accurately recording time worked is the responsibility of every hourly/non-exempt employee. It is important that your time card entries are accurate and that you submit them to your supervisor for approval on a timely basis. Any inappropriate manipulation of the time tracking system or failure to provide accurate work time information for yourself or others will result in discipline, including possible termination.

REST AND MEAL PERIODS

The company provides all hourly/non-exempt employees with a ten-minute paid rest period for each four hours of work or major portion thereof. Employees must take rest periods as close as possible to the middle of each four hour work period. The company provides all hourly/non-exempt employees who work more than 5 hours in a workday a 30 minute to one-hour unpaid meal period. Employees must begin their first meal period no later than the end of the 5th hour of work. For example, an employee who begins his/her work shift at 8:00 a.m. must begin the first meal period no later than 1:00 p.m. To assure that all operations are staffed properly, your supervisor will advise you which meal and rest period schedule to follow. The first meal period may only be waived by mutual agreement of the company and the employee if the employee’s work period is less than six hours total. Hourly/non-exempt employees who work more than 10 hours per day are required to take a second unpaid 30-minute meal period, no later than 5 hours after the first meal period is taken. The second meal period may only be waived by employees who have taken the first meal period and do not work more than 12 hours in the work day.

Other miscellaneous information regarding meal/rest periods:

- Employees may leave the premises during meal and rest periods.
- Employees are not permitted to work during their meal and rest periods.
- Employees may not combine rest breaks or add them to meal breaks.
- Employees may not skip a meal or rest period in order to leave work early.
- Employees must record their actual meal period start and end times on a daily basis on the company’s time tracking system.

In some states these policies may differ in accordance with local regulations. If you have any questions regarding pay policies, please speak to your manager or HR partner.

OVERTIME

The company competes in a highly competitive industry, and sometimes longer work hours may be required. Although your supervisor will attempt to give you as much notice as possible, there may be occasions where providing notice will not be possible. All overtime worked (beyond the regular schedule) by an hourly/ non-exempt employee must be either requested, or approved in advance, by the employee's immediate supervisor or department head. All time worked, approved or unapproved, must be recorded and accounted for. However, failure to receive prior authorization for overtime may result in disciplinary action. Please also note that if you work overtime without prior approval, you must record that overtime.

Overtime compensation is paid to all hourly/non-exempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Time off for sick leave, vacation, holiday, or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment. If you have any questions regarding pay policies please speak to your supervisor or your HR partner.

PAYDAYS

Workweeks begin at 12:00 a.m. (midnight) on Sunday and end at 11:59 p.m. on Saturday. All employees are paid bi-weekly every other Friday and in arrears (which means your paycheck will reflect pay for hours worked in the two weeks prior to the week of the pay date).

Pay days occur on a bi-weekly basis (every two weeks). All employees are paid in arrears. This means your paycheck will reflect pay for hours worked in the two weeks prior to the week of the pay date. (For more information, please see the [payroll calendar on BlizzNet](#).) Your pay will include all earnings due for time worked through the end of the pay period. If a payday falls on a holiday, paychecks will normally be issued on the last work day before the payday. If you have a question regarding applicable pay periods, please contact your HR partner.

Employees are encouraged to have pay directly deposited into their bank accounts by providing advance written authorization to the company. Employees will receive an earnings statement of wages (available online) when the company makes direct deposits. If there are any discrepancies on your earnings statement, or if you have any questions regarding your pay, you can contact the Payroll Department.

ADMINISTRATIVE PAY CORRECTIONS

Blizzard takes all reasonable steps to ensure that employees receive the correct amount of pay each paycheck and that employees are paid promptly on the scheduled payday.

Each employee is responsible for viewing each earnings statement for its accuracy. In the unlikely event that there is an error on the statement, the employee should promptly bring the discrepancy to the attention of the HR Department so that corrections can be made as quickly as possible.

LACTATION ACCOMMODATION

The company recognizes the importance of supporting employees who choose to breastfeed. The company will provide an unpaid break time and a private, non-bathroom location for an employee to express breast milk for her nursing child for one year after the child's birth.

EMPLOYMENT TERMINATION

Although you are free to terminate your employment at will, with or without notice, we ask that you provide your manager with a written notice of resignation at least two weeks prior to your last day. The purpose of this notice is to give both you and the company time to transition and archive your work, complete exit interviews, return company property, submit any outstanding expense reports for reimbursement of business expenses, settle any and all expense advances, allow time for any questions or concerns you may have to be addressed, and to otherwise ensure an orderly transition.

Except in states where required by law, our company does not allow vacation to be used during your last two weeks of employment.

If you have been absent from work for three days without prior notification to the company, you will be deemed to have abandoned your job, and you will be formally separated from employment at the close of business on the third day.

EXIT INTERVIEWS

If you resign your employment with the company, Human Resources generally will request your participation in an exit interview and/or exit survey. These interviews are ordinarily conducted during your last week of employment.

The exit interview and/or survey gives you the opportunity to comment, in private, on your reasons for leaving, complete certain benefits forms, and to return all property belonging to the company. Feedback obtained from an exit interview or survey will be shared with the appropriate manager and department leaders in order to provide them with insights about workforce turnover and any conditions that may need to be reviewed in the future.

CAMPUS POLICIES

PARKING ON CAMPUS

All Employees who drive to work are required to [register](#) their vehicle with security. This will ensure that the appropriate person is contacted in the event of a problem.

In order to maintain a stress-free and manageable parking situation, employees must abide by the following guidelines:

- Do not park in the red fire lanes
- Do not double-park your vehicle or block any entrances
- Do not park in the carpool or handicapped spaces unless you have a valid permit

For employees parking at buildings outside the main campus, please adhere to the designated parking spaces for Blizzard buildings and use valet or other services if necessary.

BUILDING ACCESS BADGES

Employees receive a badge with the appropriate access level based upon department and job duties. **Badges must be clearly displayed at all times while at work.** Badges must not be loaned to or shared with other employees for any reason. If your badge is lost or stolen, you must immediately [notify the Security Team](#).

If you forget your badge, stop by the reception desk in Building 1 and the receptionist will provide you a loaner badge for the day.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at Blizzard, only authorized visitors are allowed in the workplace (those who have been registered by an employee, using the link below). Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors for all buildings must enter the Blizzard facilities at the designated reception area, and must agree to and sign a nondisclosure agreement. Authorized visitors should be escorted by their hosts at all times while at Blizzard. Employees are responsible for the conduct of their visitors. To register a visitor, [click here](#). Please remember that there are likely areas of our campus that are not open to visitors as they may be working on confidential projects. Please observe relevant signs and notices and avoid these areas if you are providing your guest a tour unless you are specifically provided permission to enter these restricted areas with your guest.

If an unauthorized individual is observed on Blizzard's premises, employees should immediately notify their supervisor, security or, if necessary, direct the individual to the reception area.

SMOKING

In keeping with Blizzard's intent to provide a safe and healthful work environment, smoking (including smokeless tobacco and E-Cigarettes) in the workplace is prohibited. This policy applies equally to all employees, players, and visitors.

SECURITY, PRIVACY, AND ELECTRONIC COMMUNICATIONS SYSTEM

Computers, computer files, email, instant messaging, corporate phones, company issued mobile devices, and all data residing in or traversing its infrastructure, are the property of Blizzard and are intended for business use. As such, Blizzard reserved the right to review any data stored, composed, transmitted, or received on any electronic communications system at any time for any legitimate reason.

Usage of Blizzard's electronic communication systems are governed by the [Use of Electronic Communications Systems Policy](#). Within this policy, hosted on BlizzNet, employees will find the definition of "Acceptable Use", as well as additional information regarding unauthorized behavior, privacy and the security policies we must adhere to.

While limited personal use of our systems is permitted, employees should remain cognizant of the impact their actions may have on the infrastructure and resources shared by your coworkers. We must

all strive to be aware of the potential risks entailed in networked systems with regard to cybersecurity and reach out to Blizzard Security at any time they have a question (x66666) or if anything looks awry within their electronic environment.

Special consideration should be given to ensuring that software, services and hardware are purchased by Blizzard via normal process to avoid any legal consequences affecting the amazing content that we create together.

Employees should not attempt to circumvent Blizzard security controls; however, if you do encounter an area that needs to be adjusted, reach out to Blizzard Security to evaluate what can be done to address any potential roadblocks with existing policy, software, or controls.

If any employee has any questions regarding these elements or their interpretation, please contact Blizzard Security or Human Resources.

SECURITY INSPECTIONS

Blizzard is committed to maintaining a safe and secure work environment. To this end, Blizzard requires the cooperation of all employees in conducting investigations of suspected violations of safety or security rules. Company premises and equipment, including desks, offices, and other storage devices, are provided for the convenience of employees but remain the sole property of the Company. Accordingly, any authorized agent or representative of Blizzard can inspect them, as well as any personal articles found within them or brought onto Company premises (including backpacks, purses, gym bags, brief cases, etc.), at any time, with or without prior notice, for the purpose of investigating suspected theft, the presence of weapons, drugs or any other violation of safety or security rules.

WORKPLACE VIOLENCE PREVENTION

Blizzard is committed to preventing workplace violence and to maintaining a safe work environment. The Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

Employees are expected to refrain from fighting, roughhousing, or other conduct that may be dangerous to others. Firearms, weapons (other than tenure-award swords), and other dangerous or hazardous devices or substances are prohibited from the premises of Blizzard without proper authorization. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state or local law. (See policy against harassment and discrimination below.)

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor and security. Employees should call 911 for threats involving imminent or life-threatening danger. This includes threats by employees, as well as threats by players, vendors, solicitors, or other members of the public. When reporting a threat of (or actual) violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril.

Blizzard encourages employees to bring their work-related disputes or differences with other employees to the attention of their supervisors or the [Human Resources Department](#), particularly where an employee feels a situation may escalate, including into potential violence. Blizzard is eager to assist in the resolution of employee disputes at work, and will not discipline employees for raising good faith concerns.

Blizzard will promptly and thoroughly investigate all reports of: violations of the above and suspicious individuals or activities. Anyone determined to be in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

EMPLOYEE GIFTS & DISCOUNTED MERCHANDISE

One of the perks of working at Blizzard is the epic swag we get throughout the year, such as our codes for [Battle.net](#) balance, free copies of our new games, and other game-related items and services.

The IRS considers these gifts to be taxable compensation and is enforcing regulations on U.S. companies to ensure compliance. The good news is that Blizzard pays the tax on these items for you and squares everything away with the IRS so that the tax will not affect your take-home pay. We just wanted to let you know because you'll see the taxes in certain line items on your paychecks once each quarter and reflected on your W-2 form at the end of each year. For further information about the tax treatment of employee gifts, please consult with your personal tax advisor.

Blizzard provides free games, play accounts and Blizzard Merchandise to its employees. These gifts are given to employees for their own personal use or to be shared with their friends and families and should not be sold.

As a Blizzard employee you are also provided the opportunity to purchase merchandise at a reduced cost. These products are also Not for Resale and are provided only for your personal use or to share with your family and friends. Blizzard would like to continue to offer these benefits and asks all employees to abide by this policy in order to continue being afforded this privilege. If free or discounted products are sold for a profit you could be subject to disciplinary action, up to and including termination of employment.

JOB POSTINGS AND INTERNAL MOBILITY

Blizzard provides employees with an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted.

Blizzard recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization. Though the supervisor will also determine any staffing limitations or other circumstances that might affect a prospective transfer, generally a supervisor should not prevent an employee from applying or accepting an internal opportunity. Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

EMPLOYEE REFERRAL PROGRAM

Blizzard encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Full-time employees may be eligible to receive a referral bonus if an external candidate is hired to fill a regular full-time position and satisfactorily completes three (3) months of active service.

If the candidate is a referral, he or she must indicate the person's name on the application who referred them for employment. Please note, the referral bonus will not be awarded unless validated by the application. The person must either indicate the referral on the application or be validated by the employee's records in the ERP system. Employees working in Human Resources, Vice Presidents or higher, and the manager hiring for the referred position are ineligible to receive referral bonuses.

Employees should obtain permission from the individual before making a referral, should share their knowledge of the organization, and should not make commitments or promises of employment. For more information, [refer to BlizzNet](#).

EMPLOYMENT REFERENCES (FOR BOTH CURRENT AND FORMER EMPLOYEES)

Only the Human Resources Department (and in some cases, its designated agent) is authorized to handle employment inquiries and reference checks on prospective new employees or former employees. Should you leave the company's employment, only truthful and factual information about your hire date, present classification, and title will be verified (and, if authorized, salary information). If

you are known to have exhibited workplace behavior which resulted in violence, either toward the company's property or toward another individual, this information may also be released upon request by a prospective employer. In these situations, only the company's Human Resources or Legal Departments are authorized to disclose information related to the violent act. No personal information regarding you (beyond the above) will be released without your written authorization.

EMPLOYMENT VERIFICATION

Verification of employment and/or income verification for our employees is provided by a third-party vendor: The Work Number. General information will be verified such as hire date, total years of service with the company, job title, and rate of pay. Access to The Work Number is quick, secure and available 24/7. If you require employment verification, please refer to [BlizzNet](#) for specific information on contacting The Work Number.

ACCESS TO PERSONNEL FILES

The company maintains a personnel file for each employee. The personnel file includes such information as employment application, resume, documentation of performance appraisals, salary information, and other employment-related records.

Personnel files are the property of the company and access to the information they contain is restricted. Generally only Human Resources and management staff who have a legitimate reason to review information in a personnel file are permitted to do so. You may submit a written request to Human Resources to view your personnel file.

EMPLOYMENT

EMPLOYEE RELATIONS

We strongly believe in providing an awesome place to work. We aim to provide great experiences and rewards programs, to encourage creativity and want our employees to embrace their inner geek. Blizzard believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers similarly geographically located and in this industry. If employees

have concerns about work conditions, or other employment related matters, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be productive, communications clear, and attitudes positive.

BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Blizzard is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. As captured in one of our core values, Lead Responsibly, “We must always remember that our products and practices affect not only our employees and players – but the industry at large. Act with confidence, make ethical decisions and always keep our players in mind. People look up to us as leaders of our industry and we have an obligation to set a strong example of professionalism and excellence at all times. “

The continued success of Blizzard is dependent upon our players’ trust, and we are dedicated to preserving that trust. Employees owe a duty to Blizzard, its players, and shareholders to act in a way that will merit the continued trust and confidence of the public.

Financial interests in competitors, suppliers, or players may constitute a conflict of interest. Employees are also discouraged from taking second jobs that may create an appearance of impropriety or conflicts of interest. Vendors and business partners must also commit to ethical business practices and avoid even the appearance of impropriety.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with [Human Resources](#) for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment. For more information, please refer to the [Code of Conduct Policy on Blizznet](#). It is a requirement of your employment that you read the Code of Conduct, certify annually that you have read it, and adhere to its principles.

PERSONAL RELATIONSHIPS IN THE WORKPLACE

Blizzard does not strictly prohibit the employment of relatives. It is our policy to consider objectively all qualified individuals who apply for employment with the company, and an employee's relative will be hired if that individual is the most qualified applicant. For the purposes of this policy, "relatives" is defined as including persons related by blood, marriage, or adoption, domestic partners, couples who are dating, or persons involved in intimate relationships.

Blizzard does, however, prohibit the employment of relatives where:

(1) there is a direct supervisor relationship; (2) the employment poses problems of supervision, security, internal control, safety, morale, or related problems; or (3) the employment creates an actual or potential conflict of interest. Also, you may not be involved in any way in the hiring process (including decision making) concerning the employment of a relative, or have any involvement over the compensation, promotion or performance review of an employee who is a relative.

Any employee, who becomes related (as defined above) to a subordinate employee, has an obligation to notify [Human Resources](#); failure to notify may result in disciplinary action up to and including termination of employment.

Please see the [Policy on the Hiring and Employment of Relatives](#).

EMPLOYMENT CLASSIFICATIONS

Our intention is to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time or otherwise affect the at-will nature of employment.

All employees are assigned to one of the following categories:

- **REGULAR FULL-TIME** employees are those who are not in a temporary status and who are regularly scheduled to work 40 hours or more per week. They are eligible for all benefit programs.
- **REGULAR PART-TIME** employees are those who are not in a temporary status and who are regularly scheduled to work less than 40 hours per week. How many hours a week you work will impact whether you are eligible for benefits.
 - 30 hours or more worked in a week: If a regular, part-time employee works 30 or more hours in a week, then he or she is eligible for all benefit programs.
 - Less than 30 hours worked in a week: Generally speaking, if a regular, part-time employee works less than 30 hours in a week, then he or she is ineligible for all benefit programs,

except that he or she may be eligible to participate in AB's 401(k) Savings Plan, once this employee works a minimum of 1,000 hours in a 12-month period.

- **TEMPORARY (TEA)** employees are those who are hired by Blizzard to temporarily supplement the work force or to assist in the completion of a specific project. If a TEA works a minimum of 1,000 hours in a 12-month period, then he or she is eligible to participate in AB's 401(k) Savings Plan. TEAs who work 30 hours or more per week are eligible for certain other benefit programs (such as medical coverage); please consult www.myablife.com for the appropriate Benefit Summary for details. A TEA may work either a full-time schedule or part-time schedule.

NON-EMPLOYEES PROVIDING SERVICES TO BLIZZARD (NBES):

Persons who are employed by a temporary agency or who perform services pursuant to a professional services agreement are not employees of Blizzard and its subsidiaries and are not eligible for employee benefits. For example:

TEMPORARY AGENCY employees who are employed by a staffing agency and who are assigned to work at the company are not eligible for any benefits available to employees. An Agency employee may work either a full-time or part-time schedule.

INDEPENDENT CONTRACTORS are individuals who provide and are compensated for professional services to the company on a project-by-project basis. Independent Contractors are not employees of Blizzard and do not receive and are not eligible for any benefits available to employees.

In addition to all of the above classifications, all positions are classified as either exempt or non-exempt. This classification is necessary to determine entitlement to overtime compensation under the Fair Labor Standards Act and/or any similar state laws. Exempt employees are paid a salary and are not entitled to overtime pay. Non-exempt employees are paid on an hourly or salary basis and receive overtime pay. For more information regarding overtime, please consult the [Hourly Employee Pay Policies](#) posted BlizzNet. Employees should consult with their supervisor or their HR Partner if they have any questions regarding their classification as exempt or non-exempt. Non-employees should consult with their own employers with any questions they may have.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

WORKPLACE ETIQUETTE

Blizzard strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The Company encourages all employees to keep an open mind and accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please [contact the Human Resources Department](#) if you have comments, or suggestions regarding these workplace etiquette guidelines.

- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor
- Try to minimize unscheduled interruptions of other employees while they are working
- Be conscious that your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas
- Try not to block walkways while carrying on conversation
- Refrain from using inappropriate language, such as swearing
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard
- Monitor the volume when listening to music, voicemail, or a speakerphone that others can hear
- Clean up after yourself and do not leave behind trash or discarded papers

EMPLOYEE CONDUCT AND WORKPLACE RULES

To ensure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and Blizzard.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of time-keeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of illegal drugs in the workplace, while on duty, or being under the influence of drugs or alcohol while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual, or other prohibited forms of harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized use or disclosure of trade secrets or confidential information
- Violation of the policies in this handbook or other company policies
- Unsatisfactory performance or conduct
- Dishonesty

This policy does not alter the at-will nature of employment with Blizzard. The Company or the employee may terminate employment at any time, with or without cause, and with or without advance notice.

FORUM, CHAT, AND WEB-POSTING

When communicating from personal accounts on public channels please remember that you are still a representative of Blizzard Entertainment and are expected to conduct yourself in a professional manner at all times. See the [Social Media Policy](#), for more essential details.

DRUG AND ALCOHOL ABUSE

In order to maintain a safe and pleasant working environment, Blizzard is committed to maintaining a no-drugs policy at the workplace, which means that no employee is permitted to consume, possess, sell, transfer, or purchase illegal drugs, narcotics or controlled substances, while on the job, in company vehicles, or on company property. Involvement in such activities constitutes grounds for disciplinary action, up to and including termination. Any prohibited substances found may be turned over to law enforcement and may result in criminal prosecution in addition to any disciplinary actions imposed by Blizzard.

Moderate consumption of alcohol is acceptable on the Company premises on special occasions; however, employees are expected to remain responsible and professional at all times. If you have had too much or suspect someone has had too much, reach out to your HR Partner or Security (x66666) and we'll help get everyone home safely.

Acceptable uses of drugs include "over-the-counter" medications and those substances that have been prescribed by a licensed physician which do not impact performance on the job. Any employee who is under prescribed medication but whose ability to carry out his/her responsibilities or who may be in any way impaired by its side effects must report its use to his/her supervisor immediately. In addition, if the employee requires any accommodation at work because of such medication, then the employee must provide a doctor's note requesting such accommodation, pursuant to the company's policy concerning accommodations.

Blizzard reserves the right to inspect desks, personal vehicles on company property, packages, containers, and any other objects brought onto company property that might conceal illegal drugs and/or other inappropriate materials, based on a reasonable suspicion that such inappropriate items are present. Employees should have no expectation of privacy in these areas. In cases involving an inspection or search of an employee's pockets, purse, briefcase, or other item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (e.g., by turning out or emptying pockets, purses, etc.) in the presence of an observer who will be a person of the same gender, where appropriate. Any employee who refuses to submit to a drug search as described above may be subject to discipline, including immediate termination.

Blizzard further reserves the right to require drug and alcohol testing if it reasonably suspects that an employee has violated this policy. The Company may also require drug and alcohol testing after a work-related accident involving personal injuries or significant property damage where it is reasonably suspects that the employee was at fault.

The company will not tolerate any employee who reports for duty while impaired by, or is under the influence of, drugs. Employees who work under the influence of illegal drugs are considered to be a threat to the safety of themselves, their coworkers, and the public.

All employees have a duty to report any evidence of drug abuse to a supervisor immediately. Failure to report, especially in cases where the substance abuse poses an immediate threat to that individual, his/her coworkers or the public, may result in disciplinary action for the non-reporting employee.

If an employee believes that he/she may have a substance dependency or abuse problem (or that a family member may have a problem), the employee is encouraged to seek help, particularly through the EAP and other benefits offered by the company. For more information regarding these resources, contact your HR partner. Employees may request approval to take, where appropriate, an approved leave of absence and/or unpaid time off to address such issues, which may include participating in a rehabilitation or treatment program through the company's health insurance benefit coverage, provided that any abuse occurred off-premises and provided that the employee is not currently facing disciplinary action for violation of the drug policy. Employees returning from work after completing a rehabilitation program may be required to submit to a period of random drug and alcohol testing.

POLICY AGAINST HARASSMENT AND DISCRIMINATION

The company is committed to provide a work environment that is free from all forms of prohibited discrimination and harassment. In keeping with this commitment and in accordance with applicable law, the company prohibits all forms of discrimination or harassment against any employee, contractor, or applicant for any prohibited reason, including on the basis of any legally protected categories, such as a person's gender, race, color, national origin, ancestry, religion, creed, physical or mental disability, pregnancy, sexual orientation, gender identity, gender expression, marital status, medical condition, military or veteran status, age or because of genetic information or any other basis protected by applicable federal, state, or local law. All such discrimination or harassment will not be tolerated.

SEXUAL HARASSMENT DEFINED

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior. The following is a partial list of examples of such behavior:

- Unwanted sexual advances;
- Offering employment or employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;

- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, posters, websites, or emails (it being understood that there may be products on the company's premises that contain photographs, posters, cartoons, drawings, screenshots and other content that are customary in the video game industry and that are or could be necessary to further the company's business. If any such content is found personally offensive by any employee, they should refer to the Complaint Procedures described below);
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as unwanted touching, assault, or impeding or blocking movements; and
- Retaliation for reporting or threatening to report discrimination or harassment.

The company does not tolerate males sexually harassing females or other males, nor does it tolerate females sexually harassing males or other females. Sexual harassment on the job is prohibited whether it involves co-worker harassment, harassment by a manager, or harassment by a person doing business with or for the company.

OTHER TYPES OF DISCRIMINATION OR HARASSMENT

Behavior similar to the behavior described above with regard to sexual harassment can also be discrimination or harassment when it is on the basis of other protected categories, such as: race, color, national origin, ancestry, religion, creed, physical or mental disability, pregnancy, sexual orientation, gender identity, gender expression, marital status, medical condition, military or veteran status, age or because of genetic information or any other basis protected by applicable federal, state, or local law. Below are a few examples:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as displaying derogatory posters, photographs, cartoons, drawings, websites, emails (it being understood that there may be products on the company's premises that contain photographs, posters, cartoons, drawings, screenshots, and other content that are customary in the video game industry and that are or could be necessary to further the company's business. If such content is found personally offensive by any employee, they should refer to the Complaint Procedures described below);
- Physical conduct such as assault, unwanted touching, blocking normal movement, or derogatory gestures; and
- Retaliation for reporting or threatening to report discrimination or harassment.

CONSEQUENCES FOR DISCRIMINATION OR HARASSMENT

Any employee of the company, whether a co-worker or manager, who is found by the company to have engaged in behavior in violation of this policy, is subject to disciplinary action, up to and including immediate discharge from employment, and may be held personally liable for monetary damages, as provided for by applicable law. Any manager who is aware of discrimination or harassment but takes no action to stop it is in violation of this policy and may be subject to discipline or termination. Conduct that violates this policy is not within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the company reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy. Further, managers and supervisors who engage in harassing or retaliatory conduct should be aware that they may be personally liable for such conduct, as provided for by applicable law. Finally, to the extent a customer, vendor, or other person with whom the company does business engages in prohibited discrimination or harassment, the company will take appropriate, corrective action.

Additional Enforcement Information

In addition to the company's internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and state agencies such as the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of unlawful discrimination or harassment in employment. Employees who believe that they have been discriminated against or harassed may file a complaint with either of these agencies. The EEOC and the DFEH serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes.

COMPLAINT PROCEDURES FOR DISCRIMINATION OR HARASSMENT

The company's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of discrimination or harassment and appropriate disciplinary action against one found to have engaged in discrimination or harassment.

If you believe you have been discriminated against, harassed on the job, or retaliated against, or if you are aware of the discrimination, harassment, or retaliation of others, you should provide a written or verbal complaint to the Human Resources or Legal department, or the Integrity Line by telephone at 1-877-WAY-2-PLAY (1-877-929-2752), or online at way2play.ethicspoint.com as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etc.).

Supervisors should immediately report any incidents of discrimination, harassment, or retaliation to any of the following: 1) anyone in the Human Resources department; 2) anyone in the Legal Department; or

3) the company's Integrity Line by telephone at 1-877-WAY-2-PLAY (1-877-929-2752) or online at way2play.ethicspoint.com. The Company will investigate all such claims in a timely manner and take appropriate corrective action. All discrimination, harassment, and/or retaliation complaints will be treated in the strictest confidence where practical under the circumstances, as determined by the Company.

Applicable law also prohibits retaliation against any employee by another employee or by the Company for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Additionally, the company will not knowingly permit any retaliation against any employee who complains of discrimination or harassment or who participates in an investigation.

All allegations of discrimination, harassment, and/or retaliation that are reported will be investigated by the company. The company will immediately undertake or direct an effective, thorough, and objective investigation of the allegations. The investigation will be completed and a determination regarding the reported allegation(s) will be made.

If the Company determines that inappropriate behavior has occurred, the company will take remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future discrimination, harassment, or retaliation. If a complaint of discrimination, harassment, or retaliation is substantiated, appropriate disciplinary action, up to and including immediate termination, will be taken and the Company reserves the right to refer the matter to law enforcement.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Blizzard to:

1. Recruit, hire, train, and promote into all job classifications, the most qualified persons without regard to gender, race, color, national origin, ancestry, religion, creed, physical or mental disability, pregnancy, sexual orientation, gender identity, gender expression, marital status, medical condition, military or veteran status, age or because of genetic information or any other basis protected by applicable federal, state, or local law.
2. Make employment and promotional decisions by utilizing reasonable standards based on the individual's qualifications as they relate to a particular job vacancy, in accordance with equal employment opportunity requirements.
3. Administer all personnel actions relating to the terms, conditions, and privileges in a nondiscriminatory manner.

The HR Policy & Compliance Manager is the designated EEO Coordinator at the company. The EEO Coordinator's responsibility is to implement and to monitor adherence to this policy. Employees should feel free to contact their HR Partner should they experience any problems.

For more information, the fully policy is posted on [Blizznet](#).

RETURN OF PROPERTY

Employees are responsible for all Company property, materials, or written information issued to them or in their possession or control. Employees, on or before their last day of work, must return all Company property. Blizzard may also take all action deemed appropriate to recover or protect its property, which may include, where permitted by applicable law, the withholding from the employee's final paycheck or other payments the cost of any items that are not returned when required.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Blizzard presents to players and visitors. It is important to be respectful of your co-workers as it relates to appropriate dress and personal hygiene.

During business hours or when representing Blizzard, you are expected to present a clean and tasteful appearance (e.g. no offensive t-shirts) and shoes must be worn at all times. Your supervisor or department head is responsible for establishing reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, nonexempt employees will not be compensated for the time away from work, and exempt employees should expect to make up this time away from work. Individual departments may have specific dress requirements. You should consult your supervisor if you have questions as to what constitutes appropriate appearance.

OTHER POLICIES

Other policies you should read and understand can be found on Blizznet. Please take spend some time to review all [Policies & Procedures](#) including the below:

- [Use of Electronic Communications Systems](#)
- [Social Media Policy](#)
- [Personal Equipment Usage Policy](#)
- [Mobile Device Email Connectivity Policy](#)
- [Code of Conduct](#)

PART 2

THE STUFF THE LAWYERS REQUIRE WE INCLUDE

This Handbook is not a binding contract between employees and Blizzard, and should not be construed as a guarantee of continued employment.

The policies and practices set forth in this Handbook supersede all earlier company (or acquired businesses) handbooks and take precedence over all memoranda and oral descriptions of Blizzard's personnel policies, practices and procedures. Some policies may vary in accordance with state or local law. Due to the nature of our business, some departments may have additional policies that will further clarify or add to the policies outlined in this Handbook.

EMPLOYMENT AT WILL

Unless you have a written contract with the company for a specified period of time, your employment is "at will." This means that employment may be terminated with or without notice, and with or without cause, at any time by either you or your employer. Additionally, the company reserves the right to demote an employee or to effect a change to an employee's position, title, job responsibilities or compensation level at any time, within its sole discretion, with or without cause or notice. Nothing in this Handbook, or in any other document or statement (other than a written employment contract), shall limit the company's right to terminate an employee at any time, with or without cause or to make changes to an employee's position, title, job responsibilities or compensation level. No implied contract concerning any employment-related decision or term or condition of employment can be established by any statement, conduct, policy or practice. As specified in your offer letter, your at-will employment status may be changed only in writing and signed both by you and the CEO or a designated officer of the Company.

Employment classifications do not guarantee employment for any specified period of time or otherwise affect the at-will nature of employment.

AND FINALLY...

Blizzard is proud to have you on our team. We hope that this handbook provides you with the information and guidelines you need in order to take pride in being a member of our team. Please be sure to complete the acknowledgement so that Blizzard will have a record that you have received and reviewed the handbook.

Addendum to the Activision Blizzard Employee Handbook For Distribution to New York City Employees Only

Blizzard Entertainment, Inc. is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, this New York City Supplement ("NYC Supplement") to the Blizzard Employee Handbook has been created to guide employees who work in New York City for Blizzard, or one of its subsidiaries (together, the "Company", and excluding Activision Blizzard, Inc. and King Digital Entertainment PLC, who maintain their own handbooks) regarding applicable local law. The NYC Supplement should be read together with the Blizzard Employee Handbook. To the extent that the policies in the NYC Supplement are different from or more generous than those in the Blizzard Employee Handbook, the policies in the NYC Supplement will apply.

If employees have any questions about these policies, they should contact their HR partner.

Policy Against Discrimination and Harassment

As set forth in the Blizzard Employee Handbook, Blizzard is committed to providing a work environment that is free from all forms of prohibited discrimination, harassment, and retaliation. In keeping with this commitment and in accordance with applicable law, the Company prohibits all forms of discrimination or harassment against any employee, contractor, or applicant for any prohibited reason, including on the basis of any legally protected categories under federal, state, or local law. (See the AB Global Policy Against Discrimination and Harassment, which can be found on the intranet: Pillar/

Protected categories under New York state and local law include the following: race, color, religion, sex (including pregnancy, childbirth or related medical conditions, gender identity/expression and transgender status, partnership status), familial status, national origin or ancestry, citizenship, physical or mental disability (including gender dysphoria and being a certified medical marijuana patient), genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, sexual orientation, marital status, familial status, unemployment status, status as a victim of sex offense or stalking, caregiver status, credit history, certain arrest or conviction records, and domestic violence victim status.

Harassment under New York City law also is broader than under federal and state law, and can include many forms of inappropriate behavior on the basis of membership in a protected class.

In addition to the agencies listed in the AB policy, employees who believe they have been discriminated against or harassed may file a complaint with the New York City Commission on Human Rights or the New York State Division of Human Rights.

Accommodation for Victims of Domestic Violence, Sex Offenses or Stalking

The Company will not discriminate against and will provide reasonable accommodations to employees working in New York City who are victims of domestic violence, sex offenses or stalking, unless providing the accommodation would cause an undue hardship on the Company's business.

The Company may request that an employee provide proof that he or she is a victim of domestic violence, sex offenses or stalking, such as documentation from a victim's services agency, lawyer, clergy, medical provider, court or the police.

Employees who wish to request an accommodation under this policy should contact their HR partner.

Accommodation for Pregnancy and Childbirth

An employee experiencing a pregnancy or childbirth-related disability or medical condition and who requires an accommodation in order to perform the essential functions of her job should contact her HR partner to discuss the need for an accommodation.

Lactation Accommodation

The Company recognizes the importance of supporting employees who choose to breastfeed. Accordingly, the Company has a policy in place that is in accordance with the workplace breastfeeding support provision in the Patient Protection and Affordable Care Act, as well as state and local law. In New York City, the Company will provide an unpaid break time and a private, non-bathroom location for an employee to express breast milk for her nursing child *for up to three years after the child's birth*. The Company does not tolerate discrimination against an employee who requests or makes use of the accommodations described in this policy.

Paid Sick Leave

Blizzard's sick leave policy (located on the intranet: Pillar/) covers employees who work in New York City. The following supersedes that policy accordingly:

Eligibility

All employees (who work in New York City) more than 80 hours per calendar year are eligible to accrue paid sick time. The Company's calendar year starts on January 1 of each year. If you work in a part-time role, please consult your HR partner to understand how the sick leave policy will apply to you.

Reasons Sick Time May Be Used

Sick time may be used only in the event of:

- An eligible employee's mental or physical illness, injury or health condition or need for such medical diagnosis, care or treatment or need for preventive medical care (e.g., screenings, checkups, patient counseling to prevent health problems);
- Care of an eligible family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventive medical care; or
- Closure of the workplace by order of a public official due to a public health emergency or such employee's need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency. Such emergency must be declared by the New York City Mayor's office or the New York City Commissioner of Health.

Eligible family members include an employee's spouse or registered domestic partner; parent, parent-in-law or parent of a domestic partner; child or child of a domestic partner, including a biological, adopted or foster child, a stepchild, a legal ward, or a child of an employee standing in loco parentis; siblings, including half-siblings, step-siblings and siblings related through adoption; grandchildren and grandparents.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions under certain federal, state and local laws. In certain situations, leave under this policy may run at the same time as leave available under another federal or state law, provided eligibility requirements for that law are met. This policy does not supersede applicable federal, state or local law regarding leaves of absence and/or reasonable accommodation. *To the extent this policy (read in conjunction with the AB policy) exceeds the rights or supplements the information described in Notice of Employee Rights under the New York Earned Sick Time Act, this policy is controlling.*

Employees should contact their HR partner or the Benefits team at ablife@activision.com for information about sick leave or any other federal, state and local medical or family leave rights.

Retaliation

The Company will not retaliate, or tolerate retaliation, against any employee who seeks or obtains sick time under this policy or who makes a good faith complaint about a possible New York Earned Sick Time Act violation, communicates with any person about such a violation, or informs another person about the rights under the Act.

Other Types of Leaves

In addition to the types of leave covered on the intranet (Pillar/), as an employee in New York, if you wish to take a leave for blood donation, bone marrow donation, crime victim or witness -related issues, your spouse's military service, or as a volunteer emergency responder, please reach out to your HR partner or the Benefits team at ablife@activision.com for more information.

Commuter Benefits

AB offers New York City commuter benefits program to all of the full-time employees in New York City. Employees may volunteer to participate, decline to enroll, cancel, re-enroll upon their own volition and wishes. For more information, please reach out to your HR partner.

ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge that I have received a copy of Blizzard's Employee Handbook. I have read and understand the policies and practices described in this handbook, including both Parts 1, 2 & any addendums. I understand that this handbook is not a contract, and the company in its sole discretion may change, delete, suspend or discontinue this handbook, or any part of it, at any time, with or without prior notice.

I agree to abide by the policies and procedures contained in the handbook. If I have questions regarding the content or interpretation of this handbook, I will bring them to the attention of my supervisor or the Human Resources Department.